

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission

Redescription

☒ New

Hdqtrs.

☒ Field

Reestablishment

Other

3. Service

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt

Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure

Employment and Financial Interests

9. Subject to IA Action

☒ Yes

No

Explanation (Show any position replaced)

Standard Position Description

10. Position Status

☒ Competitive

Excepted (Specify in Remarks)

SES (Gen.)

SES (CR)

11. Position is:

Supervisory

Managerial

☒ Neither

12. Sensitivity

1-Non Sensitive

2-Noncritical Sensitive

3-Critical Sensitive

4-Special Sensitive

5 Moderate Risk

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Fishery Biologist (57)	GS	482	12	DW	1-31-02
e. Recommended by Supervisor or Initiating Office	Fishery Biologist	GS	482	12		

16. Organizational Title of Position (if different from official title)

Assistant Project Leader

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

ARD - Fisheries

a. First Subdivision

US Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

STANDARD POSITION DESCRIPTION, Fishery Biologist Series/Wildlife Biologist Series, GS-0482/0486; Jan. 1991, TS-101.

Typed Name and Title of Official Taking Action

Darla A. Wenger

Human Resources Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

1-31-02

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

FPL:

Uniform Required

POSITION DESIGNATED AS MODERATE RISK

Supervisor Copy

Employee copy

OPF(L) Copy

25. Description of Major Duties and Responsibilities (See Attached)

Classification Copy

NSN 7540-00-634-4265

Previous Edition Useable

5008-106

OF 8 (Rev. 1-85)

U.S. Office of Personnel Management

FPM Chapter 295

This form was electronically produced by Elite Federal Forms, Inc.

Standard Position Description

Fishery Biologist (Assistant Project Leader), GS-482-12

The incumbent serves as Assistant Project Leader at a National Fish Hatchery or Fishery Resources Office in Region 3.

Employee serves as the assistant manager in charge of a hatchery or fishery resources office that encompasses full management authority for fish culture/study, guiding crews, public outreach, personnel, purchasing, and administration functions. Employee reports directly to the Project Leader.

A. Major Duties

- Serves as Acting Project Leader during that persons absence.

- Assists in supervision of a multi-disciplinary staff (e.g. maintenance, private lands, biologists, biological technicians, etc.) in the administration of hatchery/fishery resources programs which includes: preparing performance plans, conducting personnel evaluations, preparing performance awards, and determining annual training needs for subordinate staff.

- Responsible for the operational aspects of the coordination, planning, implementation, and administration of activities associated with a hatchery or fishery resources office .

- Develops and modifies culture/study techniques to meet applicable quality standards.

- Develops and carries out active stewardship of natural resources beyond the boundaries of the hatchery/office to improve, enhance, or protect trust resources over large geographic areas.

- Plans, schedules, attends, and conducts meetings with elected officials (local, county, state legislators, and Congressional staff), varying levels of government units (local, state, and federal), interest groups (landowners, county, state bureaus, and state and national environmental groups). Provides information, discusses issues, resolves problems, and receives public input on the status of existing, developing, or proposed projects.

- Assists with planning and directing a comprehensive outreach and public relations program to provide optimum information, education, interpretation, and fishery dependent uses.

- Assists with direction of a variety of specialized disciplines or programs, including biological monitoring, hatchery/office maintenance, endangered species, and/or contaminant cleanup or remediation.

--Actively supports and implements the equal opportunity program as specified in National, Regional, and local affirmative action plans. Recruits, trains, counsels, and assists in supervision of a diverse permanent staff of resource and administrative professionals, technicians, aids, and volunteers.

B. Factors

1. Knowledge Required by the Position 1250 points, Factor Level 1-7

--Professional knowledge of fishery biology as it applies to an intensive management program at a National Fish Hatchery or a Fishery Resources Office.

--Skill in supervising a multi-disciplined staff in all phases of hatchery or fishery resources operations.

--Professional knowledge to provide technical leadership and skill to modify or adapt standard hatchery/fishery techniques and procedures; to establish departures from established management methods and techniques; and to serve as the technical expert to assess, select, and make use of agency precedents in means and ways to devise strategies and plans that resolve significant management problems.

--Knowledge and skill to assist in planning and supervision of the execution of comprehensive hatchery or fishery resources plans which may extend several years, including the maintenance of grounds, buildings, and equipment within the parameters of allocated human, monetary, and material resources; the planning of physical improvements and construction; the preparation of budget estimates, maintenance of fiscal accounts records, and of work accomplishments; and procurement of required supplies, equipment, and services.

--Comprehensive knowledge of agency policies and procedures, and applicable Federal statutes and legislation governing the management/use of a National Fish Hatchery or Fishery Resources Office, and their natural resources.

--Highly developed knowledge and skill in oral and written communications. Ability to communicate information about Fish and Wildlife Service policies and procedures in situations where complex interagency procedures are varied and the knowledge of those policies and diverse biological considerations are at issue.

--Knowledge of administrative management procedures: i.e., budget, procurement, contracting, personnel management, management reports, property and inventory records, etc.

--Knowledge of the goals, objectives and policies of the Fish and Wildlife Service including those in EEO, outreach, safety, and environmental programs.

agency goals, programs, and/or activities.

6. Personal Contacts 145 points, Factor Level 2-c

Personal contacts are with representatives from other governmental agencies (state and federal), Congressional staff, and local officials, refuge cooperators, scientific personnel from the Service and other agencies, school groups, state and local resource conservation groups, state and local media contacts, Fish and Wildlife Service personnel from other areas and daily contact with co-workers.

7. Purpose of Contacts 145 points, Factor Level 2-c

Contacts are to influence, motivate, and negotiate controversial issues with various parties in a manner that will obtain agency objectives. Persons being contacted may be skeptical or uncooperative. Employee should be able to meet and deal persuasively when controversial issues develop, or heated issues occur, and pertain to the needs for compliance with Federal regulations, policies, and practices. Employee is required to persuade, influence, or negotiate with various organizations or individuals who have conflicting views and interests in the use (non-use) of public resources so as to reach agreement that is consistent with established policy and regulations. Employee is expected to justify the feasibility and desirability of significant plans and proposals.

8. Physical Demands 20 points, Factor Level 8-2

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

9. Work Environment 20 points, Factor Level 9-2

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted.

A condition of your employment is the wearing of the official Fish and Wildlife Service uniform in a manner prescribed in the Administrative Manual. You are required to obtain and properly wear uniform components within Class A, B, and C.

Total 2785 points